



*Embassy of the United States of America  
New Delhi, India*

April 9, 2012

Dear Prospective Quoter:

SUBJECT: Solicitation Number S-IN650-12-Q-0019 for providing Packing / Shipping services to American Embassy, New Delhi, India.

The Embassy of the United States of America invites you to submit a quotation for providing packing and shipping services to the United States Library of Congress, American Embassy, New Delhi, India. If you would like to submit a quotation, **please refer to Section 3 and READ carefully Solicitation Provisions on Page 55 in order to understand how to submit a quotation and submit it to the address shown on the Standard Form 1449 that follows this letter. Quotations not complying with the requirements specified in Section 3 may be deemed as incomplete and may be excluded from further consideration.**

The Embassy intends to award the contract to the lowest priced, technically acceptable offeror/quoter, who is a responsible contractor (See Section 4 on Evaluation Factors). We intend to award a contract order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

The Embassy intends to conduct a pre-proposal conference at American Center Building, 24-Kasturba Gandhi Marg, New Delhi - 110001 on **April 19, 2012 at 11.00 A.M.**, and all prospective offerors who have received a solicitation package are invited to attend. Interested parties must register the participants' names with Ms. Jaya VEDI by e-mail to [vedij@state.gov](mailto:vedij@state.gov) or with the Contracting Officer Ms. Carrie L. Basnight by e-mail to [basnightcl@state.gov](mailto:basnightcl@state.gov) or at telephone number 91-11-24198000, Extn – 8728 by **April 17, 2012**. This information must be provided in advance in order to ensure access to the conference site and adequate seating for the conference attendees. Due to parking restrictions, participants are advised to arrive early, so that they can park their vehicles on their own and walk down to the designated meeting location specified above. No substitutes or additional persons may attend the conference and site visit. See Section 3 – “Addendum to Solicitation Provisions” (**Pages 54**) of the attached solicitation, for complete details.

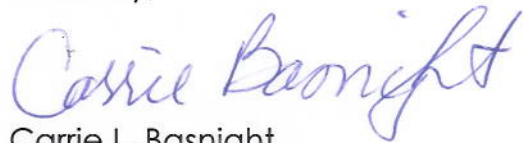
**Please do not submit the entire copy of this solicitation with your quotation.** For a quotation to be considered, you must complete and submit the following:

1. SF-1449
2. Section 1, Block 23
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3.

**Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the undersigned at American Embassy, Gate 'C', Chandragupta Marg, New Delhi 110021 by 3 P.M. on or before April 30, 2012. No quotations will be accepted after this time.** Offerors **must not** electronically transmit their quotations. No electronic offers or proposals will be accepted. Quotations received after the due time and date shall be dealt with in accordance with the procedures in FAR provision 52.212-1(f).

Direct any questions regarding this solicitation to the undersigned by letter or by telephone [24198728] during regular business hours.

Sincerely,



Carrie L. Basnight  
Contracting Officer